

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for - Language Services

Federal Supply Group: 738 **Class:** R608

Contract Number: GS-10F-0372X

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: Tuesday, July 12, 2011 through Monday, July 11, 2016

Contractor:



Access Interpreting, Inc.
1100 11th Street Northwest, Suite 440
Washington, DC 20005

Business Size: Small Business

Telephone: (571) 730-4330

Extension:

FAX Number: (571) 730-4331

Web Site: <http://www.ainterpreting.com>

E-mail: contracts@ainterpreting.com

Contract Administration: Ryan G. Leon

CUSTOMER INFORMATION:

1a. Special Item Numbers (SINs) Awarded:

382-5/5RC (Services for the Visually and Hearing Impaired)

1b. Pricing for Services:

Labor Category	Terms	Hourly Price
Core Sign Language Interpreter	Regular Business Hours (8 a.m. – 5 p.m.). 1st Hour	\$190.00

(CUSTOMER INFORMATION: Continued)

	Regular Business Hours (8 a.m. – 5 p.m.). Each subsequent hour	\$77.00
	Non-Business Hours (5 p.m. – 8 a.m.). 1st Hour	\$210.00
	Non-Business Hours (5 p.m. – 8 a.m.). Each subsequent hour	\$82.00
	Less than 3 full business days notice. 1st Hour	\$175.00
	Less than 3 full business days notice. Each subsequent hour	\$175.00
Cleared Sign Language Interpreter	Regular Business Hours (8 a.m. – 5 p.m.).	\$150.00
	Non-Business Hours (5 p.m. – 8 a.m.).	\$165.00
Specialized Sign Language Interpreter	Regular Business Hours (8 a.m. – 5 p.m.). 1st Hour	\$210.00
	Regular Business Hours (8 a.m. – 5 p.m.). Each subsequent hour	\$85.00
	Non-Business Hours (5 p.m. – 8 a.m.). 1st Hour	\$230.00
	Non-Business Hours (5 p.m. – 8 a.m.). Each subsequent hour	\$90.00
	Less than 3 full business days notice. 1st Hour	\$185.00
	Less than 3 full business days notice. Each subsequent hour	\$185.00

- 1c. See below for Labor Category Descriptions and Access Interpreting capabilities

2. **Maximum Order:** \$1,000,000.00

3. **Minimum Order:** \$100.00

4. **Geographic Coverage (delivery Area):** Domestic only

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

7. **Quantity discounts:** Bulk order requests of 2,000 hours or more per year will be given a flat 10.0% discount.

8. **Prompt payment terms:** Net 30 days

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000

10. **Foreign items (list items by country of origin):** None

(CUSTOMER INFORMATION: Continued)

- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery:** Contact Contractor
- 11d. Urgent Requirements:** Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Access Interpreting, Inc.
1100 H Street, NW
Suite 440
Washington, DC 20005-5480
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as ordering address - Access Interpreting, Inc.
1100 H Street, NW
Suite 440
Washington, DC 20005-5480
- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b.** If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

(CUSTOMER INFORMATION: Continued)

25. Data Universal Numbering System (DUNS) number: 80-9104529

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

ACCESS INTERPRETING, INC. LABOR CATEGORY POSITION DESCRIPTIONS

Sign Language Interpreter

Functional Responsibility:

Must possess advanced, accurate voicing skills to mediate both culturally and linguistically from spoken English to American Sign Language (ASL) and from ASL to spoken English in an equivalent manner. Must be familiar with the terminology and provisions of the American Disabilities Act (ADA).

Minimum/General Experience:

Three (3) years professional interpreting experience.

And/or

Minimum Education:

Associates of Arts (AA) or higher degree in interpreting or an equivalent degree

And/or

One of the following certifications:

- NIC (National Interpreting Certificate)
(**Note:** NIC is a combination of the RID (Registry of Interpreters for the Deaf) Certification of a Comprehensive Skills Certificate (CSC) and NAD (National Association of the Deaf) Interpreter Certification Proficiency Assessment Process)
- Certificate of Interpretation (CI) and a Certificate of Transliteration (CT)

Mandatory Requirement:

All interpreters must pass AI's internal screening process

Specialized Sign Language Interpreter

Functional Responsibility:

Must possess advanced, accurate voicing skills to mediate both culturally and linguistically from spoken English to American Sign Language (ASL) and from ASL to spoken English in an equivalent manner. Shall possess advanced, platform-level voice-to-sign and sign-to-voice interpretation skills. Must be able to interpret legal, medical, and technical conversations (i.e., information technology, business, finance, securities, and other related fields) for individuals and in group, hospital, and/or lecture settings. Must be familiar with the terminology and provisions of the American Disabilities Act (ADA).

Minimum/General Experience:

Five (5) years professional interpreting experience.

And

Minimum Education:

Associates of Arts (AA) or higher degree in interpreting or an equivalent degree

And/or

One of the following certifications:

- NIC (National Interpreting Certificate) Advanced or Master

(CUSTOMER INFORMATION: Continued)

(**Note:** NIC is a combination of the RID (Registry of Interpreters for the Deaf) Certification of a Comprehensive Skills Certificate (CSC) and NAD (National Association of the Deaf) Interpreter Certification Proficiency Assessment Process)

Mandatory Requirement:

All interpreters must pass AI's internal screening process

Cleared Sign Language Interpreter
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Functional Responsibility:

Must possess advanced, accurate voicing skills to mediate both culturally and linguistically from spoken English to American Sign Language (ASL) and from ASL to spoken English in an equivalent manner. Must be familiar with the terminology and provisions of the American Disabilities Act (ADA).

Minimum/General Experience:

Three (3) years professional interpreting experience.

And/or

Minimum Education:

Associates of Arts (AA) or higher degree in interpreting or an equivalent degree

And/or

One of the following certifications:

- NIC (National Interpreting Certificate)

(**Note:** NIC is a combination of the RID (Registry of Interpreters for the Deaf) Certification of a Comprehensive Skills Certificate (CSC) and NAD (National Association of the Deaf) Interpreter Certification Proficiency Assessment Process)

Certificate of Interpretation (CI) and a Certificate of Transliteration (CT)

Mandatory Requirement:

All interpreters must pass AI's internal screening process

(CUSTOMER INFORMATION: Continued)



Access Interpreting, Inc. (AI), a small business founded by three owners who are active in the Deaf and Hard-of-Hearing (D/HH) community, provides a full-suite of sign language interpreting and CART services, using innovative onsite and remote technologies. This includes Video Remote Interpreting (VRI) and Remote

CART. We also provide Conference Coordination, AI Studio, and Deaf Culture Seminars. All of our services are developed solely for the D/HH community.

Sign Language Interpreting Services

AI provides sign language interpreting services, which include: general, specialized/technical, Deaf interpreting, emergency interpreting, and VRI services. We accommodate the following sign languages and communication modes: American Sign Language (ASL), Manually Coded English, Pidgin Signed English, international sign languages, and gestures. We also provide language facilitation services through Deaf interpreters, including tactile and/or close-vision interpretation for the Deaf-Blind and conference platform relay interpretation for large groups.

Computer Aided Realtime Transcription (CART) Services

CART allows those who are D/HH to read, in real time, the information being shared by speakers. The spoken word is transcribed into readable text by a reporter using a stenotype machine with real time software and a laptop. The text can be viewed on a laptop, projection screen, or television monitor.

CART accommodates D/HH individuals who prefer to participate in meetings, training, and conferences by viewing information in written English. AI's CART services are provided by certified real time reporters who use a stenotype machine to enter combinations of phonetics to speed-write dialogue in real time. Depending on the requested meeting environment, with the appropriate audio and visual equipment in place, those services can be provided on-site or remotely.

Other Related Services

Conference Coordination Services - AI can coordinate and manage all details of communication accommodations for D/HH participants of conferences or large events. We work directly with the event organizers, whether client staff or a third party vendor, to determine budget options and available equipment; with the event participants to identify volume of service being requested; and with interpreters and CART writers to confirm the necessary qualifications to accommodate the expectations of the organizers and the participants.

Our coordination service is customized for each event in identifying expectations associated with the management of this process, from developing a budget, through the execution of specific services, to the post-conference settlement of costs with contributing vendors.

AI Studios - Signed VideoCasts are rapidly becoming the preferred way of communicating messages among Deaf people who communicate through sign language.

AI Studios offers translation and media services - English-based scripts are translated into American Sign Language (ASL) and then filmed for the purpose of public dissemination. We have an in-house studio available to film, edit, and produce a professional web-ready video for our clients.

Deaf Culture Seminars - AI's customizable seminars on Deaf culture are designed to help both hearing and Deaf participants understand the differences between communication methodologies and cultural perspectives, and how these differences can impact the professional work environments. Seminar participants are taken through specific workplace examples to illustrate the points brought up in the presentation and are given guidance on how to communicate more effectively in the workplace to avoid grievous misunderstandings.